

Public Assembly Checklist

Fire Extinguishers:

- Check all fire extinguishers for current State Fire Marshal Inspection tags.
- a. A minimum 2A10BC and travel distance not to exceed 75 ft. A minimum of 5lbs.
- b. In kitchens: A minimum 40BC within 30 ft. (from cooking appliances), and a Class K shall apply for grease laden vapor cooking equipment (deep fat fryers, woks and etc)
- c. Once discharged, the extinguisher **MUST** be recharged by a licensed fire extinguisher company, AND MUST BE cleared by the health department to re-open.
- d. All fire extinguishers shall be mounted and unobstructed.

Exit/Emergency Lighting:

- Confirm all exit signs are functioning on regular (AC) & battery power (back up battery).
- Confirm emergency lights function by TEST button or shutting off electrical circuit.
- a. Emergency lighting is required if the occupancy has a load of 50 people or more
- b. Normal and emergency lighting is required on all steps and in all stairwells.
- c. All exit signs must be illuminated at all times.
- d. All emergency lighting must be functional when tested.

Fire Protection Systems:

- If occupancy has any fire protection systems confirm that annual inspections have been performed.
- a. Alarm system is required in public assemblies with an occupant load of 300 or more.
- b. Sprinkler systems are required to be monitored with 20 sprinkler heads or more.
- c. Full fire sprinkler system is required if occupant load exceeds 100, and must be monitored.

Occupant Load:

- The posted occupancy for your establishment must be posted within public view near the main entrance/exit.
- Any occupancy with a load of 50 or more is required to have panic hardware on the exit doors. No other locking devices may be on these exit doors. Only the front entrance may have a secondary lock and there must be signage stating "**THIS DOOR TO REMAIN UNLOCKED DURING NORMAL BUSINESS HOURS**" in 1 inch letters.
- 2 exits are required on any floor other than the 1st floor which has an occupant load greater than 9 people.

Permits (From the Oakland Fire Department):

The most recent Oakland Fire Departments, Public Assembly Permit, must be posted within public view. (permit must be renewed annually)

Pursuant to Section 105 of the California Fire Code, other permits may be required.

Check all other general maintenance inspection items for compliance.

Fire Extinguishers:

- Portable fire extinguishers must be inspected and retagged annually. A valid State Fire Marshal tags.

Hood & Duct Systems

- Kitchen hood fire suppression systems must be inspected & retagged every 6 months by a certified suppression company (C16 contractor)
- Hood and duct systems must be cleaned to bare metal/steam cleaned at the minimum of four times annually, and depending on grease buildup this may be required as needed. A certificate of cleaning sticker must be affixed to the kitchen hood.

Fire Protection Systems:

- Fire sprinkler systems are required to be inspected every 5 years, and a copy of the inspection report made available upon request.
- The Siamese/twin head Fire Department Connection must be clear and visible, a sign with red 6 inch reflective letters "FDC" on a white background must be affixed 4-6 ft above the connection)
- Fire alarm systems are required to be tested annually and a copy of the report made available upon request. Tests are to be completed by certified C-10 contractor, all of the devices are to be tested and a copy of the approved test report is to remain at the control panel.
- All systems and equipment (Fire extinguishers, Sprinkler Systems, Fire Alarm Devices), shall be clear and unobstructed.

Exiting:

- All exits are to be kept clear of obstructions at all times.
- The use of slide bolts, deadbolts and interior key locks is prohibited.

Evacuation Maps:

- All floor evacuation maps are to be designed per the City of Oakland Fire Department CCR Title 19 Floor Evacuation Map guidelines

General:

- The use of extension cords is prohibited, electrical devices must plug directly into an electrical outlet. (Exception: 90 days during the holiday season from October to January, per NFPA 70)
- Private fire hydrants must be tested/inspected annually.
- During your Fire Inspection additional deficiencies may be noted, that will require abatement upon re-inspection date.
- ** - Emergency evacuation plans for occupancies with a load of 300 or greater are required to be located in the occupancy.
- Occupancies with a load of 300 or more require quarterly fire drills for employees only. Documentation of fire drills must be available to inspector. Should the occupant request info or assistance with fire drills have them contact the public education division to schedule a practice drill – Karen Cox – 510-238-7255.

IN THE EVENT OF A FIRE ALARM ACTIVATION OR FIRE YOUR ESTABLISHMENT MUST BE EVACUATED IMMEDIATELY, AND YOU MUST MEET THE RESPONDING FIRE DEPARTMENT AND ADVISE THEM OF ANY CONDITION WITHIN THE BUILDING. DO NOT SILENCE OR RESET THE FIRE ALARM SYSTEM.

Public Assembly Fire Code Sections per 2013 Fire Code

PERMITS REQUIRED IN GROUP A Occupancy:

Permit Required to Operate – 105.6.34 CFC Places of Assembly

Open Flame and Candles – 105.6.32 CFC Use in connection with assembly areas, dining areas of restaurants or drinking establishments. See section 308.2(2) CFC – 2. Use of open flame, fire or burning in connection with Group A or E occupancies.

Open Flame Cooking Devices – 308.1.4 CFC – Charcoal burners and other open flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction (structures).

LPG (Liquid Propane Gas) – 105.6.27 – a permit is required for storage and use. Per 3803.2.1 CFC, the use of PORTABLE LP gas containers in buildings as defined by NFPA 58 is prohibited!

Temporary Membrane Structures, Air supported Structures and Tents – 105.6.43 CFC permit required to use and operate when GREATER THAN 400 square feet or when multiple tents or canopies positioned side by side without a minimum 12 FEET of separation (Fire Break) are EQUAL TO or GREATER THAN 700 square feet. See chapter 24 CFC for additional requirements!

Assembly Defined – 202 CFC - Assembly Group A occupancy - A building or portion thereof used for the gathering of 50 or more persons including, among others, the use of a building or structure, or a portion thereof, for the gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption; or awaiting transportation.

Accessory with places of religious worship - Accessory religious educational rooms and religious auditoriums with occupant loads of less than 100 are not considered separate occupancies.

Assembly Group A-1 - Assembly uses, usually with fixed seating, intended for the production and viewing of performing arts or motion pictures including, but not limited to: *Motion picture and television production studio Sound Stages, Approved Production Facilities and production locations. (With live audiences).*

Assembly Group A-2 - Assembly uses intended for food and/or drink consumption including, but not limited to: Banquet halls, Casinos (gaming areas), Night clubs, Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens), and Taverns and bars.

Assembly Group A-3 - Assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A, including, but not limited to: Amusement arcades, Art galleries, Bowling alleys, Community halls, Courtrooms, Dance halls (not including food or drink consumption), Exhibition halls, Funeral parlors, Gymnasiums (without spectator seating), Indoor swimming pools (without spectator seating), Indoor tennis courts (without spectator seating), Lecture halls, Libraries, Museums, Places of religious worship, Pool and billiard parlors, and Waiting areas in transportation terminals.

Assembly Group A-4 - Assembly uses intended for viewing of indoor sporting events and activities with spectator seating including, but not limited to: Arenas, Skating rinks, Swimming pools, and Tennis courts.

Assembly Group A-5 - Assembly uses intended for participation in or viewing outdoor activities including, but not limited to: Amusement park structures, Bleachers, Grandstands and Stadiums.

Occupant Load – 1004.3 CFC - Posting of Occupant Load required “**MAXIMUM OCCUPANCY IS _____**

BY ORDER OF THE FIRE MARSHAL” or similar signage shall be posted at the main exit for public view.

See CFC Table 1004.1.2 to determine maximum occupant load (2013 Fire Code page 196)

Exits Required – 1021.1 CFC – General Rule, 1 exit of public use = 49 persons or less. 2 exits of public use = up to 500 provided the floor space can handle that level of occupancy based on 1004.1.1 CFC above.

General safe practice per 901.4.4 CFC (AHJ Additional Safety Rule) is 1 exit = 49 persons or less, 2 exits up to 150 persons or less, 3 exits or more up to 500 persons or less.

Address Numbers Required / Premises Identification – 505.1 CFC Required in plain view visible to responding POLICE /FIRE/EMS. Recommended 4 inch lettering or larger in contrasting color.

Egress Illumination Required – Emergency Lighting required per 1006.3 CFC - The power supply for means of egress illumination shall normally be provided by the premises' electrical supply.

Exits shall not be obstructed per 1030.3 CFC – furnishing and decorations shall not obstruct egress per 1030.5 CFC

Exit Signage Required per 1011 CFC and 1030.4 CFC – Advise **GREEN = GO**

Exits shall be labeled “**THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS**” per 1008.1.9.3 CFC

Label inward opening doors “**PULL**” or “**Pull to Open**” where necessary

Fire Extinguishers required per 906.1 CFC, minimum 2A10 BC type, mounted in plain view, between 36 and 48 inches in height, along the egress pathway with a current State Fire Marshal's service and inspection tag attached.

Fire Alarm System Required - 907.2.1 CFC – Group A occupancy with an **occupant load of 300 or more**.

Maintenance Required - Fire Alarm Systems – 907.8.1 CFC – Panel should read “**SYSTEM NORMAL**”

Smoking prohibited – 6404.5(a) California Labor Code (CLC)

Smoking prohibited – 310.2 CFC

NO SMOKING signs required – 310.3 CFC

8.30 Oakland Municipal Code (OMC) No smoking within 25 feet of an exit

Fire Sprinkler Systems - 903.5 CFC Title 19 CCR 5 year certification shall be current and the system maintained in an operational condition

Storage - 315.3.2 CFC - Inside buildings shall not be within the means of egress. **315.3.1**

Storage Ceiling clearance - 315.3.1 CFC - Storage shall be maintained 2 feet (610 mm) or more below the ceiling in non-sprinklered areas of buildings or a minimum of 18 inches (457 mm) below sprinkler head deflectors in sprinklered areas of buildings.

Combustible Vegetation – 304.1.2 CFC – removal by order of Fire Code Official

Fire Retardant Coatings – 803.4 CFC – Interior decorations per Title 19 CCR, Division 1 section 3.21(a) & (b).